



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/751,595	12/29/2000	Min Zhu	M-8857 US

CONFIRMATION NO. 8830

## FORMALITIES LETTER



\*OC000000006038350\*

Paul E. Lewkowicz  
SKJERVEN MORRILL MacPHERSON LLP  
Suite 700  
25 Metro Drive  
San Jose, CA 95110-1349

Date Mailed: 05/03/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 130.

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice MUST be returned with the reply.*

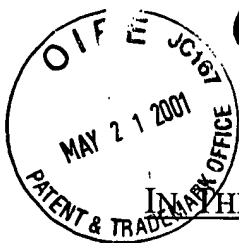
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Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



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## Sector

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicants: Min Zhu, Bin Zhao  
Assignee: WebEx Communications, Inc.  
Title: Distributed Meeting Management  
Serial No.: 09/751,595 Filing Date: December 29, 2000  
Examiner: Not Yet Assigned Group Art Unit: Not Yet Assigned  
Docket No.: M-8857 US

San Jose, California  
May 21, 2001

BOX MISSING PARTS  
COMMISSIONER FOR PATENTS  
Washington, D.C. 20231

RESPONSE TO NOTICE TO FILE MISSING PARTS OF APPLICATION -  
FILING DATE GRANTED

Dear Sir:

In response to the "Notice to File Missing Parts of Application—Filing Date Granted" mailed by the United States Patent and Trademark Office on May 3, 2001, the following documents are enclosed to complete the filing of the above-identified patent application:

1. A declaration signed by the inventors in compliance with 37 CFR 1.63.
2. Copy of Notice to File Missing Parts of Application - Filing Date Granted.

The United States Patent and Trademark Office is hereby authorized to charge the following fees to Deposit Account No. 19-2386:

1. Surcharge for filing declaration on a date later than the filing date of the application. \$130.00

TOTAL FEES: \$ 130.00

The PTO ~~has~~ receive the following  
listed item(s) as if it is dirty

760286 v1

Serial No. 09/751,595

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The Commissioner is hereby authorized to charge any additional fees, which may be required, or credit any overpayment to Deposit Account No. 19-2386.

It is hereby respectfully submitted that the enclosed documents complete the filing of the above-identified patent application and justify the filing date of December 29, 2000.

Please telephone the undersigned at (408) 453-9200, if there are any questions. This form is being submitted in duplicate.

EXPRESS MAIL LABEL NO:

EL 701 020 155 US

Respectfully submitted,



Paul E. Lewkowicz  
Attorney for Applicants  
Reg. No. 44,870

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